

Retention and Classification Report

Agency: Department of Health. Nutritional Program (701)

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Records Officer Tom Hudachko

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AGENCY: Department of Health. Nutritional Program

SERIES: 80870

3

TITLE: Day care centers nutritional report

DATES: 1985-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are inspections of food served at day care centers to see if they meet nutritional standards. This record series includes name and address of the day care center, a sample menu, and the report of the nutritionist.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

The original of the report is sent to Family Services to be placed in their files. This copy has only administrative value as background information for subsequent inspections.

AGENCY: Department of Health. Nutritional Program

SERIES: 80876

3

TITLE: List of patient levels due each month or week report

DATES: undated

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a report generated from the Metabolic Patient Records Automated System. It is used to keep track of the frequency with which patient blood samples must be taken. The information includes the patient name, the date the last sample was taken, the date the next sample is due to be drawn, and the interval of blood monitoring.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the anticipated administrative needs of the office. They wish to use this record to determine long-term trends in the program. As the system is implemented, this retention may later be revised.

AGENCY: Department of Health. Nutritional Program

SERIES: 80876

TITLE: List of patient levels due each month or week report

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Nutritional Program

SERIES: 80866

3

TITLE: Metabolic clinic protocol

DATES: 1985-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an agreement that delineates the responsibilities of the metabolic clinics. The metabolic program is designed to provide multi-disciplinary diagnostic, therapeutic, and consultative services for all children with certain disorders of metabolism. This service includes evaluation and management of the disorder with interpretations to family, physicians, public health nurses, schools, and other professionals who are concerned in the follow-up care of the child.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office until the protocol is updated and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This record has long-term value as it documents the types of activities of the program.

AGENCY: Department of Health. Nutritional Program

SERIES: 80866

TITLE: Metabolic clinic protocol

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Nutritional Program

SERIES: 80867

3

TITLE: Metabolic patient charts

DATES: 1982-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is the record of patients who are being treated for metabolic disorders through nutritional intervention. These patients are referred to the program from the metabolic screening program as infants. The information includes the child's name, date of birth, place of birth, weight, parent's name, the blood test results including the date the blood was drawn and the test date, a record of contacts, and diet calculation.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 50 years after office use (i.e. after patient is out of program) and then destroy.

APPRAISAL:

Administrative Legal

These records must be retained for 50 years due to both medical and legal reasons. Metabolic problems have long-term consequences. For some disorders brain damage could occur which might not show up until the child turned 21. In the case of females, the patient must be monitored through the child-bearing years. A specific in-office retention cannot be set because there is no set length of time for a patient to be in the program.

AGENCY: Department of Health. Nutritional Program

SERIES: 80867

TITLE: Metabolic patient charts

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Nutritional Program

SERIES: 80875

3

TITLE: Metabolic patient records automated data system

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a local data system that will shortly be implemented by the bureau. It is designed to maintain an updated file of patients followed by the clinic, to maintain a record of when samples are due and for when they are received. The information includes the patient's name, date of birth, date last sample was drawn, date next sample is due, the interval of blood monitoring, and the date the record was last updated.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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Computer magnetic storage media: Retain in Office until the patient is no longer in the program and then erase.

APPRAISAL:

Administrative

The information in this data system is duplicated in the patient charts. Any long-term need for it is met with the paper system. This automated system is used for administrative efficiency; when the administrative use of the records ends, the data can be deleted.

AGENCY: Department of Health. Nutritional Program

SERIES: 80875

TITLE: Metabolic patient records automated data system

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Nutritional Program

SERIES: 80872

TITLE: Methods of funding Nutritional Services for Children with Development Disabilities Grant Files

3

DATES: 1984-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a three year federal grant to do an in-depth needs assessment of the nutritional services needs of children with development disabilities. The purpose of the grant is to determine what additional services are needed, if any, and to develop protocols for nutritional services.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This record has long-term value as it will impact what the state does and how it does it. A five year in-office retention is similar to a retention for a similar grant and will allow for administrative use by the staff.

AGENCY: Department of Health. Nutritional Program

SERIES: 80869

3

TITLE: Nutritional consulting reports for Handicapped Children's Services

DATES: 1986-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is the record of consultations for Handicapped Children's Services conducted by the bureau. It includes the client's name, chart number, and date of birth; the report date; the clinic; the patient's nutritional history; the results of the examination and the bureau's recommendations.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

The original is sent to Handicapped Children's Services and is made part of their patient files. This copy has administrative value only.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Nutritional Program

SERIES: 80869

TITLE: Nutritional consulting reports for Handicapped Children's Services

(continued)

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Department of Health. Nutritional Program

SERIES: 80864

3

TITLE: Nutritional monitoring project file

DATES: 1985-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the result of a special project by the bureau to conduct a random sample of over 1,000 low income households. The purpose of the project was to determine the nutrition and health status of low income persons and their use of food and income assistance programs. The file includes statistical reports on age groups, ethnic groups, income levels, geographical area, and perception of economic status.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This record gives a statistical picture of the nutritional habits and health status of low income residents and of their use of public assistance programs. As such it has long-term value and should be preserved. The staff is still using these reports and anticipates a five year administrative use for them.

AGENCY: Department of Health. Nutritional Program

SERIES: 80873

3

TITLE: Policy and procedures manual

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office until updated or obsolete and then transfer to State Archives with authority to weed.

Paper: Retain in Office until updated or obsolete and then destroy.

APPRAISAL:

Administrative Historical

Based on General Retention Schedule 16 Item 1.

AGENCY: Department of Health. Nutritional Program

SERIES: 80874

3

TITLE: Staff meeting minutes

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

Based on General Retention Schedule 23 Item 2b.

AGENCY: Department of Health. Nutritional Program

SERIES: 80865

3

TITLE: Weekly phenylalanine levels report

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are the records of the PHE levels in children in the program. These tests are conducted weekly and are kept both here and in the patient charts. The information recorded includes the date, the patient's name, the date the blood sample was drawn, the serum PHE level, and whether the parent's were contacted.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

As the information is kept in the patient chart, there is no long-term need for this record. However, should an error occur and the information not be placed in the chart, this provides a backup copy. After a year any oversight should be found and corrected.

PRIMARY CLASSIFICATION:

Private